

## Lawyer Directory How-To Guide

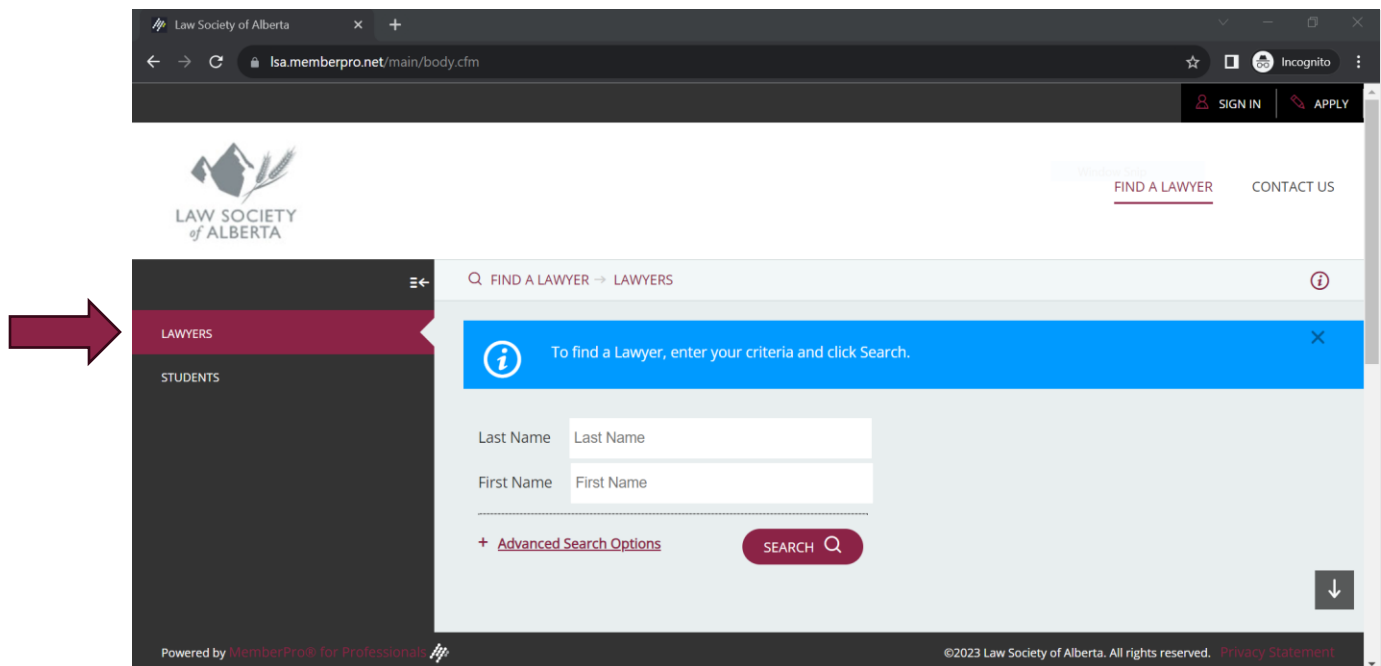
### The Law Society of Alberta does not recommend or endorse individual lawyers.

The Lawyer Directory is an online tool that provides access to the contact information of lawyers in the province. It is still up to the public to research and choose a lawyer based on their individual needs.

### Using Lawyer Directory to Create a List of Relevant Lawyers

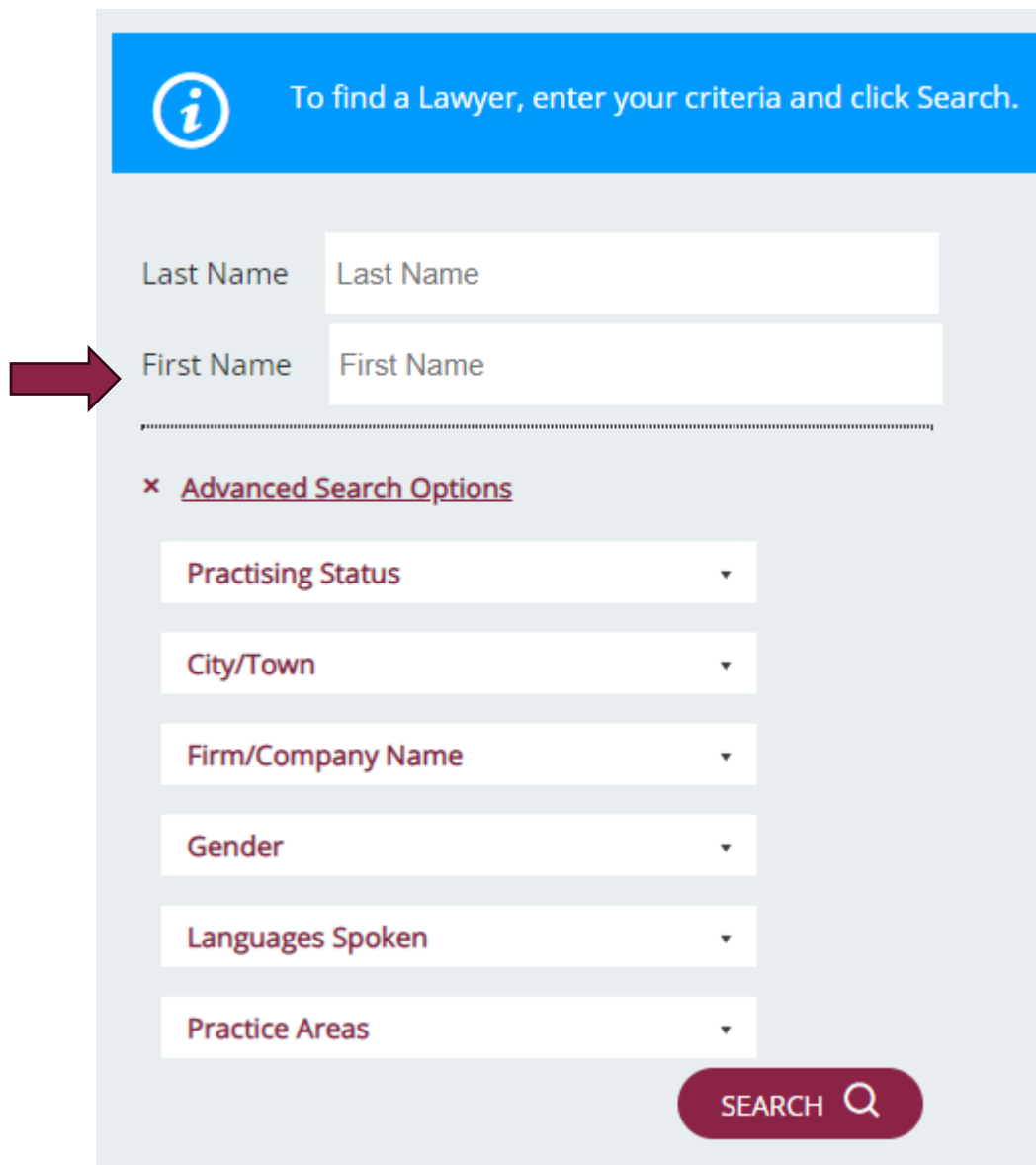
Follow the instructions below to search for a lawyer in Alberta.

- 1) Access the Lawyer Directory through the Law Society website at [lawsociety.ab.ca/findalawyer](https://lawsociety.ab.ca/findalawyer) or visit the Lawyer Directory directly at <https://lsa.memberpro.net/main/body.cfm>.
- 2) Once on the Lawyer Directory, ensure that the tab selected on the left menu is **Lawyers**, not **Students**. This means that you are searching the database of lawyers in Alberta.



The screenshot shows a web browser window displaying the Law Society of Alberta's Lawyer Directory. The browser's address bar shows the URL [lsa.memberpro.net/main/body.cfm](https://lsa.memberpro.net/main/body.cfm). The website header includes the Law Society of Alberta logo and navigation links for "FIND A LAWYER" and "CONTACT US". A left-hand navigation menu is visible, with the "LAWYERS" tab highlighted in a dark red color, and a red arrow pointing to it from the left. The main content area features a search bar with the text "FIND A LAWYER → LAWYERS" and a blue information banner that reads "To find a Lawyer, enter your criteria and click Search." Below the banner are input fields for "Last Name" and "First Name", a "SEARCH" button, and a link for "Advanced Search Options". The footer contains the text "Powered by MemberPro® for Professionals" and "©2023 Law Society of Alberta. All rights reserved. Privacy Statement".

Expand the **Advanced Search Options** button and the available dropdown menus to enter in your search criteria for a lawyer.



To find a Lawyer, enter your criteria and click Search.

Last Name

First Name

× Advanced Search Options

Practising Status ▼

City/Town ▼

Firm/Company Name ▼

Gender ▼

Languages Spoken ▼

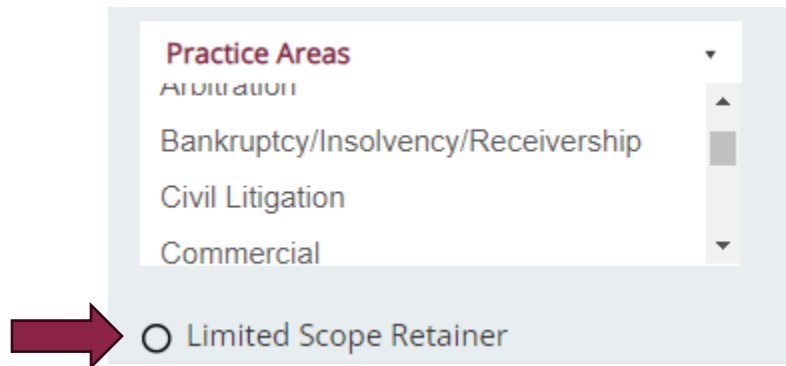
Practice Areas ▼

SEARCH 🔍

- a) **Practising Status** refers to whether a lawyer is currently practising or not. Select **Practising** to filter for lawyers who can help you with your legal issue. **Please note that you must select at least one of the following filters for Lawyer Directory to produce a result.**
- b) **City/Town** refers to the location that a lawyer has noted as their primary practice location. If you live in a smaller community, please note that the Directory may give you limited options as there is likely a smaller number of lawyers who select your community as their primary practice location. Consider choosing a larger metropolitan area that is closest to you if you want to pull a larger list of options.

- c) **Firm/Company Name** refers to the firm/organization where the lawyer works. If you have a specific firm/organization in mind that you would like to work with, you can type in the name in this field.
- d) **Gender** refers to the gender that the lawyer has identified as.
- e) **Languages Spoken** refers to the languages that a lawyer can speak. Choose a language that you are comfortable speaking to ensure that you receive advice you can understand. Please note that English is not listed in the dropdown menu, as it is included as the default for all lawyers in Alberta.
- f) **Practice Areas** refers to the type of law that the lawyer practices. There are many types of law to choose from, and this filter is particularly useful to help you narrow down the type of lawyer you may need. Figuring out what type of lawyer you need is often the most challenging part of dealing with a legal issue. View [this resource](#) on our website for a detailed explanation of each practice area.
- g) You can also check whether or not the lawyer offers **Limited Scope Retainers**. A limited scope retainer allows a lawyer to provide limited services to a client, such as representing the client for only part of a legal matter. For example, a lawyer may draft documents on behalf of a client but not represent them in court. This can be a way to lower your costs when looking for a lawyer.

**Please Note:** This option only displays once you have expanded the **Practice Areas** dropdown menu.



- 3) Click "Search" to generate a list of lawyers that satisfy your search criteria.

## Reviewing Lawyer Profiles and Choosing a Lawyer

- 4) Once you have your list of lawyers that satisfy your search criteria, you can click into individual lawyer profiles to learn more about them.

### John Doe

Gender	Practising Status	Enrolment Date
Male	Practising	2023

**Practice Location**

Doe Law  
123 ABC Street  
Calgary, AB ABC 123  
Canada

Office (555) 555-5555  
Fax (555) 555-5555

Practice Areas	Limited Scope Retainers Offered
Estate Planning and Administration (50%)	N
Matrimonial/Family (50%)	N

- a) Lawyers' profiles can show their name, business address, phone number, practising status and the year they became a lawyer in Alberta (enrolment date). Lawyers may choose not to publish their contact information if they are not accepting new clients or are working as in-house or government counsel.
- i) Lawyers can have different practising statuses depending on the type of work they do and the way they do their work. When you are looking for a lawyer to help with your legal issue, you want to make sure that their practising status is listed as **Practising**. While there may be conditions or restrictions on the license, this means that the lawyer has a license that allows them to provide legal services to the public.

**Practising (Out of Province)** is another possible status that means the lawyer is licensed in Alberta but is also licensed elsewhere and currently practises outside of Alberta. These lawyers may also be able to help you with your legal issue if remote service is an option.

There are other common practising statuses you will see in the Lawyer Directory listed below. **Please do not** contact lawyers with the following statuses as they will not be able to assist you with your legal issue.

- **Practising (Corporate/Government Counsel)** means the lawyer is licensed to provide legal services, but only to or on behalf of a specific organization and not members of the public.



- **Practising (Corporate/Government Counsel, Out of Province)** is the same as practising (corporate/government counsel) but practises outside of Alberta.
- **Non-Practising** means the lawyer does not currently hold a class of license that permits them to provide legal services.
- **Inactive** is another type of status that means the lawyer does not currently hold a class of license that permits them to provide legal services.
- **Suspended** means the lawyer is not permitted to provide legal services as their license is currently suspended because of disciplinary proceedings.
- **Administration Suspension** means the lawyer is not permitted to provide legal services as their license is currently suspended for not meeting an administrative requirement.
- **Former** means the lawyer was once but is no longer a licensed member of the Law Society of Alberta.
- **Disbarred** means the lawyer was once a licensed member but has since had their license revoked because of disciplinary proceedings.

#### PROCEEDINGS HISTORY

Proceedings History prior to January 1, 2015, if any, is not yet available through Lawyer Directory. Please fill out a Lawyer Report Request for this information Lawyer Report Request

##### Current Citation(s)

None

##### Discipline History

None

##### Notices and Report(s)

None

- b) A lawyer's profile also shows if they have current citations, discipline history, notices or hearing reports. It is important to be informed about a lawyer's previous conduct before contacting them or hiring them regarding your legal issue.
- i) Please note that a lawyer's profile will display any discipline history dating back to Jan. 1, 2015. To find discipline history before this date, visit the [Regulation section](#) of our website or [contact the Law Society](#).
- c) A lawyer's profile can also be printed from the Lawyer Directory if needed.
- 5) Once you have completed your research and narrowed down your options to one or two lawyers you would like to contact, review the following resources on our website. It is important to understand the process of hiring a lawyer and know what to expect from the relationship before reaching out.
- [Twelve Questions to Ask Before Hiring a Lawyer](#)
  - [Understanding Lawyer Fees](#)
  - [Working with a Lawyer](#)

- [Legal Information Resources](#)
- 6) Now that you are prepared for the conversation, contact the lawyers you have identified to learn more information about the services they provide, the fees involved and whether they can help with your specific legal issue.